



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: PC753 - Chief, Foreign Language Program Office - GS-15

Salary Range: \$131,767 - \$161,900 (not applicable for detailees)

Vacancy Open Period: 04/07/2017 – 04/22/2017

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CHCO/FLPO

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI cadre.



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- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
 - Current Federal Government employees.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Office of the Chief Human Capital Officer (CHCO) supports the Office of the Director of National Intelligence by establishing and overseeing the implementation of the full range of Human Capital programs, processes, and policies. The CHCO has established the Strategic Human Capital Plan for the Intelligence Community (IC) that deals directly with talent, performance, and leadership to attract, engage, and unify an innovative and results-focused workforce in support of the National Intelligence Strategy—and ultimately the security of our nation. Following the IC Strategic HC Plan, the Office of the CHCO develops and implements policies, practices, and processes that leverage commonality across the IC and maximizes the strengths of individual agencies.

Major Duties and Responsibilities (MDRs)

- Support Chief, CLDD's efforts to serve as the principal advisor on foreign language capability, human language technology, and workforce issues to the DNI, ADNI/Human Capital, ODNI, and the IC at large; help provide accurate and timely responses to Congressional inquiries and reporting on all foreign language issues for the IC.
- Support Chief, CLDD's role as the IC Senior Language Authority (SLA). In this role, help ensure the success of the IC Foreign Language Executive Committee (FLEXCOM), which is the Senior Executive-level advisory body on foreign language for the IC. Help influence the direction, effectiveness, and integration of IC foreign language programs and initiatives and present a "sense" of the language community to the ADNI/HC and the DNI. Help oversee FLPO activities with the FLEXCOM and Expert Groups and advocate the critical value of foreign language, Human Language Technology (HLT), and cultural and regional expertise to core ODNI mission elements, National Intelligence Managers (NIMs), and the Intelligence Community (IC).
- Support Chief, CLDD's efforts to implement the IC Foreign Language Strategic Plan (FY 2017-20) and the NIM's Unifying Intelligence Strategies relating to foreign



language. Help develop and implement foreign language components of the IC Human Capital Vision 2020 to build and cultivate IC consensus; and conduct outreach across the IC to garner support and coordinate efforts.

- Help oversee the development of Human Language Technology (HLT) requirements to improve the IC's foreign language capability. Guide and lead the IC to operationalize the use of HLT and work with agencies to identify HLT Tool implementation opportunities.
- As needed, represent the ODNI and the IC on departmental/agency-level external committees, groups, and task forces. Provide advice and guidance on IC-wide foreign language plans, requirements, policies, regulations and standards.
- Assist Chief, CLDD, in leading, managing, and directing the FLPO staff. Collaborate on goal setting, prepare performance objectives, and provide timely performance feedback to employees. Supervise government employees on management of day-to-day activities, workflow, and prioritization of key tasks or assignments. Provide career development advice and mentoring, with an eye towards continual learning and employee development. For each employee, prepare an Individual Development Plan (IDP) to identify assignments, to include formal learning activities that satisfy both organizational needs and employee development.
- Help oversee the execution of the FLPO budget to improve IC foreign language capability by ensuring funding transfers, purchases, and contracting requests are submitted in a timely manner and completed with associated documentation, memorandums of agreement, statements of work, and contract approvals. Help ensure proper coordination of all funding activities and provide functional oversight to the overall IC budget for foreign language activities.
- Support Chief, CLDD's efforts to build a more agile, diverse, inclusive, and expert workforce. Endeavor to create an organizational culture that value and connects each employee to the mission; provide constructive and timely feedback; encourages collaboration, flexibility, fairness and transparency; and promotes diversity, cultural understanding, and equal opportunity.
- Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.

Mandatory and Educational Requirements

- Strong interpersonal leadership and managerial capabilities, including the ability to effectively direct tasking, assess and manage performance, and support personal and professional development of all levels of personnel.
- Expert ability to plan and manage complex, multi-faceted projects involving government and contractor personnel.



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- Experience using data analytics processes to inform strategic decisions, identify trends or issues as a result of data analysis, and report key findings and recommendations to decision makers.
- Knowledge of IC elements, requirements, functions, interrelationships, and the role of language and technology in meeting IC requirements and support IC missions.
- Expert program management, analytic, and critical skills, including a superior ability to conduct program assessments, identify needs and requirements, and develop process improvement recommendations for the successful implementation of HC programs.

Desired Requirements

- Expert knowledge of foreign language initiatives that encompass operations, education, training and technological research.
- Demonstrated proficiency in one or more foreign languages.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov (*Monica C.*) and mccreaz@cia.ic.gov (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI



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does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: Applications should be sent to either [DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov](#) (classified email system) or [Recruitment_TeamA@dni.gov](#) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [clrkmon@cia.ic.gov](#) (*Monica C.*) and [mccreaz@cia.ic.gov](#) (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3799.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.



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Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**